



Armthorpe Academy Lateral Testing Risk Assessment

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.

Assessment Date	18/01/2021	Lead Assessor	Claire Robbins/ Rebecca Whyles		
Activity / Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Armthorpe Academy				
Activities Involved	Traversing the site on foot Testing staff and students			Location	Armthorpe Academy
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Asymptomatic: All Staff / Students are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. 	1	4	4	



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			<ul style="list-style-type: none"> Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. Hand hygiene: Staff / Students to use disabled toilet or PE toilets to blow noise and wash hands for 20 seconds prior to entering site. Social distancing: Two metre social distancing to be maintained between Staff / Students with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits. 				
2	Contact between subjects and staff increasing the risk of transmission of COVID19: <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Staff involved in testing MUST wear relevant PPE at all times during the testing process. All Staff/Students to remain 2 metre distance from each other and testing staff – desks spaced at 2 metre intervals. Staff/Students to wear a face mask before and after testing. Staff/Students to use hand sanitiser and wipes provided at each checkpoint. Staff/Students to wipe down table and chair after use. Staff/students to adhere to one way system and signage in the hall. 	1	3	3	
3	Contact between subject and Testing Assistant increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Test kits to be placed on desks prior to staff/students entering the testing venue. Staff / Students to read the instructions fully provided to ensure accurate testing. Students in school to be talked through a visual video clip of the testing process in the Armthorpe setting. Staff/Students to take their own swab, seal the bottle with the testing solution and dispose of all waste in a sealable bag. Testing Assistant MUST remain at 2 metre distance at all times during the testing process when providing any guidance. 	1	3	3	
4	Contact between sample and Testing Assistant increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Staff MUST wear relevant PPE at all times during the testing process. Staff/Students MUST remain at 2 metre distance at all times during the testing process. Staff/Students ensure they limit contact between stations, surfaces etc. Trays with the completed sample and registration card remain on desks until all subjects tested have safely left the hall via the one-way system. Testing Assistant to frequently change PPE and place completed testing kits in a tray trolley to transport to the testing station. This is to minimise touch and decrease the chance of spillage. Clear walk-way between tables and the processing bay. 	1	3	3	



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5	Contact between samples and Processing Operative increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Processing Operative MUST ensure correct disposal of each sample. Processing Operative MUST remain at 2 metre distance at all times during the disposal process – 2 metre boundary around the testing bay. Subjects collated waste in a sealable bag as they progress; all waste disposed of by the subject during the swabbing process. Processing table split into three sections: test preparation, test processing and tests in progress. Processing Operative MUST ensure their station is properly cleaned between each test. Staff/Students to use wipes to clean the desk and chair after each test. All waste placed in clinical waste and collected for incineration. 	1	4	4	
6	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> Students all registered by trained staff in school using the unique barcode. Staff registering themselves following full training. Staff/students add name to testing kit to allow identification. Barcodes attached by trained member of staff at collection bay. All scanning completed by trained staff. 	1	2	2	
7	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Rule based recall of Staff/Students who have not received a result within 24 hrs of registration. Subjects are called for a retest. 	1	2	2	
8	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields/ which are tested and approved under appropriate government standards or a face shield to be worn at all times when handling the extraction solution. Impervious clothing (plastic apron) to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures. Do not use if the solution has expired. Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. A fully trained and experienced science technician implementing and overseeing the processing phase. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	1	4	4	
9	Occupational illness or injury		<ul style="list-style-type: none"> Staff conducting tests to wear relevant PPE at all times and to report any instance of feeling unwell. Students to wear face coverings. The testing team are tested three times a week using LFT. 	1	2	2	



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10	Manual handling		<ul style="list-style-type: none"> Bins emptied when three quarters full to avoid overspill. Contents are not heavy therefore manual handling not an issue. Trolley used for transportation of tests 	N/A	N/A	N/A	
11	Unauthorised access by members of the public		<ul style="list-style-type: none"> The testing area is a controlled space, there is no unauthorised access at any time Testing venue locked at all times when testing is not in process. Staff within the testing area MUST be wearing relevant PPE at all times. If Parents/Carers attend site to support with testing full PPE must be worn. 	1	4	4	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		<ul style="list-style-type: none"> Testing takes place in the Sports Hall which is a flat, even surface 	1	1	1	
14	Stairs to/from sample processing/ registration area and welfare space		<ul style="list-style-type: none"> Entrance to the testing station is access from ground floor level, there are no stairs 	1	1	1	
15	Inclement weather		<ul style="list-style-type: none"> Testing takes place indoors 	1	1	1	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> Any electrical equipment being used has been PAT tested on an annual basis. 	1	1	1	
17	Use of shared equipment		<ul style="list-style-type: none"> Any shared equipment is fully sanitised between uses. 	1	4	4	
18	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin,	<ul style="list-style-type: none"> PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. Environmental: do not let product enter drains Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures 	1	4	4	



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hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> Do not use if the solution has expired. Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 				
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Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Claire Robbins Rebecca Whyles	18/01/2021	18/01/2021

Additional Notes

Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Likelihood

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, Might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

Severity

- Negligible
- Minor
- Moderate
- Major
- Critical

Risk control strategies

- Intolerable** – stop activity, take immediate action to reduce the risk
- Substantial** - Take action within an agreed period
- Tolerable** – monitor the situation
- Trivial** – No action required

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.	
Persons involved in assessment	Claire Robbins, Rebecca Whyles, Sue Elliot, Alison Whiteley, Sally Donnelly
Signature of Lead Assessor	Rebecca Whyles/Claire Robbins Date 18/01/2021

